San Antonio Independent School District

1702 N. Alamo Street, San Antonio, Texas 78215-1213
Telephone (210) 354-3209 Fax (210) 354-3158

Accountability, Technology and Management Information Systems

TO: Principals

FROM: Dr. Iris Amon, Associate Superintendent

SUBJECT: Request for Active Directory Administrative Rights

DATE: October 10, 2005

ACTION REQUIRED

As SAISD continues the deployment of Microsoft's Active Directory and Systems Management Server, our department has received several requests for campus rights to perform certain computer support functions. In response to this request, our department has established a process for allowing campuses this flexibility. Campuses may submit a request for Active Directory Administrative Rights to be granted to one or two of their staff members. This user will be able to install approved software, configure printers, configure display settings and provide other miscellaneous support.

All requests must be approved by the Campus Principal before submission to our department. Requests are limited to one SAISD employee per elementary and middle school campus and two employees per high school.

The person granted these rights will be required to comply with specific guidelines outlined on the request form. Technology will monitor all administrative activity for the campus to ensure that all guidelines are being adhered to. If a campus is unable to comply with these guidelines, we will be forced to remove the administrative rights for that campus for the remainder of the school year.

If you have additional questions, please contact the SAISD Helpdesk at 281-9090 or helpdesk@saisd.net. Instructions for submitting your requests are included on the form.

San Antonio Independent School District
Office of Network and Technical Services
1702 North Alamo Street, San Antonio, Texas 78215-1213
Telephone (210) 299-1110 · Fax (210) 886-9478

REQUEST FOR ACTIVE DIRECTORY ADMINISTRATIVE INSTALL RIGHTS

Active Directory (AD) was implemented by the District to assist with desktop management and to limit the amount of downtime users experience due to attacks by malicious applications such as computer viruses and spy ware. The Office of Network and Technical Services will consider requests to grant one staff member administrative install rights on Active Directory workstations for the campus they support. **All original applications must be sent via pony or fax to the Office of Network and Technical Services.**

☐ **NEW REQUEST**	☐ **CHANGE IN STATUS** (You currently have AD administrator rights.) *Check one:* ☐ Relocation – formerly at: _____ ☐ Name Change. Previous Name: _____

Please Print

First Name	MI	Last Name

Organization Number	Campus Name

Telephone No.	Extension

Email Address

The *staff member* must agree to the following conditions before being granted administrative install rights to Active Directory machines on their campus. Please note that the technician will be granted campus administrator install rights specific to their campus only. Principal approval is required before being considered. The Office of Network and Technical Services will grant the approval for one school year and will monitor campus activity to ensure all of the following guidelines are adhered to. Failure to adhere to the following guidelines will result in the campus losing their Active Directory administrative install rights for the rest of the school year.

GUIDELINES

1. All known passwords provided by the Office of Network and Technical Services are to be used by the approved technician only and will not to be shared with other school staff or students.
2. The user has agreed to abide by the Computer and Telecommunications Use and Internet Access for Employees guidelines set forth by SAISD which can be viewed at www.saisd.net/admin/tech/policies/index.htm
3. Account provided is for installation of software and hardware only.
4. Install only District approved software as outlined on the ITLS Product Review Process website at http://itls.saisd.net/prc/.
    a. Adhere to software approval process for new software.
    b. Uninstall software that is not District approved where identified.
5. Do not change computer settings and configuration established by the Office of Network and Technical Services
6. Tampering with the security policies and local user accounts is prohibited
7. Must attend training sessions as required by the Office of Network and Technical Services, as requested.
8. Must attend Active Directory meetings held by the Office of Network and Technical Services, as requested.
9. Must attend Image Committee meetings held by the Office of Network and Technical Services, as requested.
10. Rights will not be transferred to other campuses.
11. **Any intentional misuse of these Active Directory rights or failure to adhere to the above stated guidelines will result in immediate and possibly permanent removal of these rights.**

_____ _____

Signature, Applicant *Signature, Campus Principal*

_____ _____

Date *Date*

FOR *OFFICE OF NETWORK AND TECHNICAL SERVICES* USE ONLY

☐ **APPROVED** **By:** _____

☐ **DISAPPROVED:** _____ **Date:** _____

Date Received:	Date Completed:	Created By: